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# Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Special Staff, Logistics Office  
FROM : Acting Chief, Administrative Staff  
SUBJECT: Weekly Activity Report

DATE: 27 August 1953

## 1. GENERAL

### a. Agency Regulations (continued item)

Proposed revisions to paragraphs 5 and 28 of HB [REDACTED] Travel Processing Guide, will be submitted this date to the SA/DD/A for final concurrences and comment. Paragraph 5 has been revised to provide for the use of certain cabin class accommodations on ships. Paragraph 28 has been revised to establish procedure for obtaining travel advances under emergency conditions.

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25X1C

### b. Budget - Fiscal Year 1955 (continued item)

The Logistics Office FY-55 Budget Estimate was submitted to the Comptroller 26 August 1953.

## 2. PROJECTS AND STUDIES IN PROGRESS

### a. Logistics Support Course (continued item)

Meetings have been held this week between the Training Officer and Division Representatives responsible for their respective phases of this course. Setting of a tentative date to begin the course will depend on the time needed for [REDACTED] to prepare for trainees. Headquarters phase of training appears to be in readiness.

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### b. Human Resources Training Program (continued item)

The 4th Human Resources Training Program is now in progress. Majority of reports on this program have been very favorable.

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3. OTHER ITEMS OF INTEREST

a. Personal Needs (continued item)

Vacancy and In-Process Totals for Logistics Office

<u>Office of Chief</u>	<u>In Process</u>	<u>Vacancies</u>
GS-7 and above	3	1
GS-6 and below	<u>5</u>	<u>0</u>
Total	8	1
<u>Coordination &amp; Requirements Staff</u>		
GS-7 and above	7	2
GS-6 and below	<u>5</u>	<u>2</u>
Total	12	4
<u>Procurement Division</u>		
GS-7 and above	4	7
GS-6 and below	<u>4</u>	<u>0</u>
Total	8	7
<u>Supply Division</u>		
GS-7 and above	7	6
GS-6 and below	27	6
Wage Board	<u>33</u>	<u>12</u>
Total	67	24
<u>Transportation Division</u>		
GS-7 and above	7	2
GS-6 and below	7	1
Wage Board	<u>2</u>	<u>7</u>
Total	16	10
<u>Real Estate and Construction Division</u>		
GS-7 and above	2	3
GS-6 and below	<u>3</u>	<u>0</u>
Total	5	3

b. Basic Intelligence Course (SUP) (Continued item)

No change.

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- c. Mail Distribution (continued item)  
No change
- d. Vital Material Program (continued item)  
No change

5. MAJOR OBJECTIVES

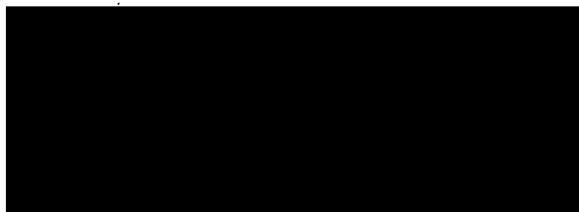
- a. Career Service Program (continued item)  
No change
- b. Logistics Office Training Program (continued item)

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 new Logistics Officer for FE Division, has been undergoing an individual indoctrination program during the past week.

The next Training Coordinators meeting has been scheduled for Monday, August 31.

- c. Identification of Logistics Positions (continued item)  
No change.



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AS/IO/MFB:lmr

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